

COUNCIL ON HOUSING  
Public Session  
Huling Cove Community Building  
Lewes, Delaware  
October 14, 2009

**Presentations**

- Draft Resolution promoting use of minority and women-owned businesses.
- DSHA FY 2010 and 2011 Strategic Priorities.
- Resolution No. 393 in appreciation of William L. Pearson's participation on Council.

**Motions**

- Approval of August 12 and September 9, 2009 Minutes.
- Approval of Resolution No. 393.

**Important Dates**

- October 15, 2009 – DSHA 2010 Budget presentation to the Office of Management and Budget (OMB).
- October 31, 2009 - Council revisions to HDF Application Submission Process due to Mr. McLaughlin.
- November 6, 2009 – DSHA 2010 Budget public hearing.
- November 10, 2009 – Delaware Housing Coalition fall conference.
- November 12 – revised draft of minority and women-owned business Resolution due.
- December 3, 2009 – QAP public forum to be held.

John Walker, Chair, called to order the Public session of the Council on Housing at 2:00 p.m. on October 14, 2009. In addition to Mr. Walker, the following Council members were present:

Connie Louder	Vincent White
Ralph Peters	Norma Zumsteg
Ruth Sokolowski	

The following Council members were absent and excused from the meeting:

Russ Huxtable	Hugh Leahy
---------------	------------

Also attending were:

Lynda Blythe, Administrative Specialist III, Delaware State Housing Authority (DSHA)  
Marlena Gibson, Management Analyst III, DSHA  
Matthew Heckles, Legislative and Policy Advisor, DSHA  
Jerry Jones, Housing Finance/Development Administrator, DSHA  
Timothy McLaughlin, Deputy Director, DSHA

Guest present:

Gina Miserendino, Delaware Housing Coalition (DHC)

### **APPROVAL OF MINUTES**

Ms. Sokolowski moved that the Minutes of August 12 and September 9, 2009 be approved as presented. Ms. Zumsteg seconded the motion and it was unanimously approved.

### **OTHER BUSINESS (OLD/NEW):**

Mr. White spoke on the draft Resolution (copy attached) to help build the capacity of women and minority-owned firms through prime and subcontractors as well as DSHA. It was agreed that paragraph 4 of the draft would be deleted and the word “maximize” in paragraph 10, item 1. be changed to “increase”. Messrs. Heckles and White will submit a new draft of the Resolution to Council at the November 12, 2009 meeting.

Mr. White left the meeting at this time due to another engagement.

### **DSHA REPORT**

Mr. McLaughlin stated on behalf of Mr. Ben Addi, DSHA Director, who is on vacation that:

- DSHA staff met with OMB on September 29<sup>th</sup> to gather information for preparation of the 2010 budget.
- The 2010 Budget will be formally presented to OMB October 15, 2009.
- The base budget request will be \$4 million and \$2.5 million for Preservation funds.
- No DEMAP funds will be requested this year; alternative sources are being investigated by DSHA.
- A budget public hearing will be held November 6, 2009 at Legislative Hall. Mr. McLaughlin requested representation by Council.
- Mr. Heckles supplied a copy of his federal report on Stimulus funding to all Council members for their information. Similar reports will be submitted to the State and OMB office.
- No problems are anticipated in meeting the requirements for the Stimulus funding.
- Tax Credit Assistance Program (TCAP) and Exchange funds, although committed in a timely manner, will be drawn as construction work progresses.
- DSHA senior management met in August to review strategic planning for fiscal 2010 and 2011.

### **Strategic Planning Review**

Ms. Gibson reviewed the attached overview of DSHA’s strategic planning for 2010 and 2011 citing:

- Core services are homeownership and rental housing.

- The four operational goals are: Advance Technology, Customer Service, Professional Development and Organizational Management.
- DSHA will prepare an analysis of affordable housing preservation needs statewide to provide guidance for planning of funding needs.
- Future planning will include a look into bond financing as well as HDF funding.
- Comparisons with other states' programs will be utilized.

Ms. Zumsteg asked if funding for the HDF from the Recorder of Deeds office should be addressed at the November 6<sup>th</sup> public meeting. Mr. McLaughlin responded no, that the subject probably would not be brought up again in 2010.

Mr. McLaughlin stated that, long term, the current economic crisis will probably affect federal funding for projects but, at the present time, there have been limited problems in receiving federal funding for housing support and that no staff changes are anticipated. Per Mr. McLaughlin, Council will be given periodic updates on DSHA's priorities and goals.

### **HDF STATEMENT REVIEW**

Mr. Jones, using the attached handout, noted the following changes since the September meeting:

- West Center Village and Monroe Terrace, both approved in September, have been moved to the Committed Funds column with initial closings expected by early 2010.
- Exchange funds were used for both West Center Village and Monroe Terrace of these projects and their returned tax credits were used for Marrows Court (Item #125) and Seaford Apartments.
- Arbor Place III was also approved in September but utilizes no HDF funds. Anticipated initial closing is early 2010.
- NCALL FY10 and Homeless Planning Council were also approved in September and the grant agreements have been signed.
- Four funding requests will be presented to Council in November: Hope House I, RC&D FY10, Step-Up FY10 and Marrows Court which will utilize Exchange funds.
- Seaford Apartments, not listed on the statement, will be presented to Council in January.

### **Qualified Allocation Plan (QAP)**

- The annual QAP forum for developers and contractors was held October 13, 2009.
- The main points discussed were:
  - New set-asides
  - Construction rehab standards
  - Mandatory sprinklers for all multi-family unit sites
  - Construction bidding
  - Extra points for more Americans with Disabilities Act (ADA) units.
  - Points deduction for non-performance.
  - Developer fee minimum

- Using the feedback received, staff will present a revised QAP at a public hearing December 3, 2009.
- The final QAP will be submitted for the Governor's signature by December 2009/January 2010.
- Advertising for 2010 applications will begin upon receipt of the signed Plan.

Mr. Jones agreed that, per Council's request, verbiage regarding encouragement of the use of minority and women-owned businesses would be added to the QAP as well as included in the HDF loan documents.

## **HDF PROCESS REVIEW**

Using the attached handout, Mr. Jones reviewed the Revised HDF Application Submission Process for non-tax credit applications and particularly noted that all applications, regardless of ranking, will be presented to Council.

Mr. McLaughlin asked that Council submit their suggested revisions, including those regarding Leveraging and Application Experience, to him by the end of October. A revised ranking chart will be submitted to Council at the November 12<sup>th</sup> meeting.

## **COMMITTEE REPORTS**

- Loan Review – there were no requests for funding reviewed in October.
- Operations - Ms. Louder reported:
  - Ms. Lynch and Mr. Pearson resigned their positions in September and there are currently three vacant Council positions.
  - Council members are asked to encourage potential members to apply.
  - Council's letter to the Governor suggesting type of experience of future appointees was sent.
  - Proposed 2010 Council meeting schedule:
    - DSHA presentations, other than funding requests, will be given every other month.
    - Council will schedule presentations for the remaining months.
    - The meeting Agenda will be slightly revised.
  - The charge of the Committee is currently in draft form but the final version, along with updates on their other items noted will be presented at the November meeting.
- Housing Policy – Ms. Sokolowski reported:
  - Ms. Sokolowski, Mr. Leahy and Mr. Walker held an organizational meeting to discuss the vision for the committee and how it might add value to the work of DSHA.
  - The first actual meeting of the committee will be held October 19<sup>th</sup> via teleconference to discuss the committee's role and its work going forward.

- It is the committee's intention to be closely coordinated with the Communications Committee in order to develop policies and communicate them properly.
- Communications Committee – Mr. Peters reported:
  - The Committee will meet October 19<sup>th</sup>.

### **OTHER BUSINESS (Old/New)**

- Mr. Walker stated William E. Pearson had resigned his Council position in September in order to accept another appointment by the Governor.
- Resolution No. 393, in appreciation of Mr. Pearson's participation on the Council, was presented by Mr. Walker. Mr. Peters moved the Resolution be approved; Ms. Zumsteg seconded the motion and it was unanimously passed.
- Council unanimously agreed that the audio recording of Council's meetings should not be posted on-line on the Internet since copies of meeting Minutes accurately summarize meetings.
- Ms. Miserendino (DHC) invited Council to attend DHC's fall conference to be held November 10<sup>th</sup> at the Dover Sheraton.
- Mr. McLaughlin and Mr. Heckles will send Council a reminder of the DHC conference.
- DSHA will register and pay for members' attendance to the DHC conference.
- Mr. McLaughlin stressed the importance of Council representation at the final budget hearing to be held in January 2010.

### **SCHEDULING OF NEXT MEETING**

The next meeting will be held at 10:30 a.m., Wednesday, December 9, 2009 at The Outlook at the Duncan Center.

### **ADJOURNMENT**

Mr. Peters moved that the meeting be adjourned. Ms. Zumsteg seconded the motion and it was unanimously passed. The meeting adjourned at 3:50 p.m.

Respectfully submitted,

Lynda T. Blythe

Note: Copies of materials referenced as "attached" in these Minutes are available upon request.